

## **The Resort Improvement District (RID) is seeking an INDUSTRIAL ELECTRICIAN/INSTRUMENT TECHNICIAN**

The RID is a special district located in a rural coastal community which employs water, wastewater, electric and parks professionals who provide diverse services to the community of Shelter Cove, Humboldt County, California. The RID is looking for an individual who is motivated and is willing to grow with us as we experience exciting times in the utility and parks industry.

**General Description:** Full-time position. Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, and calibrates a variety of electrical, electronic, and electro-mechanical equipment including high voltage distribution systems, water pumps, emergency power generators, and telemetry systems and performs other related duties as required.

**Minimum Qualifications/Responsibilities:** See Job Description below

**COMPENSATION AND BENEFITS:** Compensation range \$24.55 to \$45.87 BOE.  
Benefits package includes PERS retirement, medical, dental and vision.

**DEADLINE TO APPLY:** Applications will be accepted until the position is filled. Application and Job Description are available online at the RID website at [www.sheltercove-ca.gov](http://www.sheltercove-ca.gov) or by request.

**APPLICATION PROCESS:** Submit a completed employment application to: RID, 9126 Shelter Cove Road, Whitethorn, CA 95589. Resumes may be included, but will not be accepted in lieu of the completed employment application. Please contact the RID at (707) 986-7447, ext. 302 with questions.

# **RESORT IMPROVEMENT DISTRICT NO. 1**

## **Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:**                      **Job Description: Industrial Electrician and Instrument Technician**

**POLICY NUMBER:**                **2394**

**Description:**    Under general supervision, installs, maintains, troubleshoots, repairs, adjusts, and calibrates a variety of electrical, electronic, and electro-mechanical equipment including high voltage distribution systems, water pumps, emergency power generators, and telemetry systems and performs other related duties as required.

### **Essential Functions and Duties**

1.     Installs electrical circuits, relays, switch gear, wiring, electronic alarms, and telemetering equipment used in the operation and monitoring of high voltage distribution systems, emergency power generators, water pumps and telemetry systems.
2.     Troubleshoots, programs, and repairs automated control device; repairs, adjusts, and replaces electrical relays.
3.     Troubleshoots, repairs, rebuilds, and adjusts electrical mechanical parts of pumps, motors, and pressure control valves.
4.     Installs, maintains, repairs, and modifies office and shop electrical systems in District office, shop facilities, and other District buildings.
5.     Reads and interprets manuals, blueprints, and schematic drawings; maintains records and reports of work performed; prepares schematic drawings and updates blueprints to reflect as-built conditions.

### **Secondary Functions ( or ability to learn)**

1.     Troubleshoots, repairs, and calibrates water treatment instrumentation, testing, and monitoring devices.
2.     Performs testing, maintenance, and repair on metering and recording instruments, control apparatus, data logging and display equipment, communications and telemetering systems, and laboratory equipment; performs specialized maintenance and repair on two-way FM base radio stations, repeaters, mobile stations, portable and telemetry stations, antennas, and intercom systems.
3.     Oversees the work of helpers assisting in repairs.
4.     May order parts, materials, and supplies required for electrical and other repairs.
5.     Repair, maintenance, and operational adjustment procedures for water pumping, distribution, and treatment plant equipment.

### **Required Knowledge, Skills, and Abilities**

- Principles and practices of electrical and electronic repair and maintenance.

- Methods, materials, tools, and testing equipment used in the installation, maintenance, calibration, and repair of electrical and electronic equipment.
- Measuring, monitoring, and calibration devices used in electrical, mechanical, instrumentation, and relay troubleshooting and repair.
- Repair and calibration of instrumentation and relays.
- Maintenance and repair of electrical generation equipment, and high voltage (12,000 volt) transmission system.
- Safety laws, regulations, and rules relating to electrical system and electronic maintenance and repair work. Safe work practices including necessary electrical clearances and lockout procedures.
- Operation of computers, automated equipment and standard applications software.
- Cooperative working relationships. Teamwork to effectively solve practical problems, and coordinate work among a small, close-knit workforce.

### **Training and Experience**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED
- Community College, technical or other course work relevant for this position beneficial
- Three-to-five years of journey-level experience in electrical and electronic construction, repair and maintenance, preferably with some direct experience at a water or wastewater treatment plant, hydro-electric plant, or similar facilities. Completion of a formal apprenticeship or its equivalent in the electrical, electronics, or instrumentation fields are highly desirable.
- Grade II Treatment and/or Distribution certificates (water/wastewater) is highly desirable.

### **Special Requirements**

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

### **Essential Physical Abilities**

Persons selected for appointment to this position must pass a pre-employment medical examination and drug screening which the District pays for. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) operate a desktop computer;
- b) operate motor vehicles and other equipment, heavy equipment operator skills are a plus;
- c) operate a variety of hand and electric tools;
- d) perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- e) perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- f) wear personal protective equipment;
- g) understand and carry out oral and written directions;
- h) communicate well with others, verbally and in writing;
- i) work cooperatively and get along well with other people;
- j) investigate and solve complex problems which involves ability to perform visual inspections, ability to hear normal versus abnormal noises, ability to view and respond to operational control screens including alarms, and ability to think critically.

**Compensation and Benefits:**

1. Full time position. Six month probationary period. Fringe benefits package outlined in the RID/ IBEW Union MOU available after one month of service.

Adopted: January 15, 2015